

City of Eugene Neighborhood Matching Grant Program

2007 Small Projects (\$250 to \$1000 grants) Application



Submit completed application form and attachments to City of Eugene, Neighborhood Services, 99 West 10th Avenue, Eugene, OR 97401 or via fax (682-5572). Pre-review deadline is January 15, 2007. Final applications must be received by 5:00 p.m. on Friday, March 9, 2007. Feel free to call Beth Bridges, 682-5272, for help. This application can also be found at the City's web page: www.eugene-or.gov

Applicant Organization (If ad hoc group, please attach membership roster.)

Project Contact Person

Mailing Address

City

Zip Code

Day Phone

FAX (optional)

E-mail Address (much appreciated)

Project Overview

Project Title

Total Project or Event Cost

Project Location (Address)

Neighborhood Match
**Projects must have at least
a 50% match before they
will be considered.**

Briefly describe the project in 50 words or less.

The signatory declares that s/he is the elected Chair or President of the applicant organization, assures that a majority of members of the organization's governing board or ad hoc committee have voted to undertake the project, and assures that funds received as a result of the application will be used only for purposes set forth herewith.

Name (Print)

Signature

Date application submitted

Instructions: To submit a grant application, answer the following questions. Please use no more than 2 pages for your basic application. Typed responses (in a font no smaller than 10 pt) are strongly encouraged. ➤ Attach community involvement, budget, project schedule, and match documentation.

Note: The committee will rate the applications according to the points referenced.

1. Tangible Neighborhood Benefit (40 points)

- A. How does the project better your neighborhood? (30 points)
What is the project's continuing benefit? For how long?
- B. If it is a physical improvement, how will the project be maintained? (10 points)
If it is an event, how will the activity continue in the future?

2. Community Involvement (35 points)

- A. What is the geographic area affected by the grant? (25 points)
How will the proposed project build community among the neighbors affected?
How do you know you have the support from the majority of people in the affected area?
➤ Please attach any petitions or other relevant documentation.
- B. Are you working with other public, private, or non-profit organizations on this project? Please describe who and how. (10 points)

3. Project Readiness (15 points)

- A. ➤ Please attach budget estimates or spreadsheets for materials/supplies, personnel costs, and construction/capital expenses. (10 points)
(Budget proposals will be reviewed for accuracy, reasonableness, and completeness.)
- B. ➤ What is the project schedule? (5 points)
Please include significant dates (start date, project milestones, end date).

4. Neighborhood Match (10 points)

- A. ➤ Please attach the documentation for your match. (10 points)
(Documentation may be pledges for labor, pledge/invoice for donated materials/supplies, and pledges or bank statements for cash match.)

5. Extra Credit awarded if the match is over 50% (up to 10 points)

Staff will calculate the extra credit based on the information submitted.